



IOWA BOARD OF COSMETOLOGY ARTS AND SCIENCES COSMETOLOGY WRITTEN EXAMINATION INFORMATION

SCHEDULING PROCEDURES

The lowa Department of Public Health has contracted with PSI to provide examination services. The Department, through PSI, will exclusively use the National-Interstate Council of State Boards of Cosmetology (NIC) examinations.

Questions regarding licensure requirements should be directed to the Board at:

Iowa Department of Public Health Lucas State Office Building - 5th Floor 321 E. 12th Street Des Moines, IA 50319 1-515-281-0254 www.idph.state.ia.us/licensure

You may schedule your appointment without prior approval from the lowa Board of Cosmetology Arts and Sciences at the discretion of your school.

Examination Fee

The fee is for <u>each</u> examination, whether you are taking the examination for the first time or repeating.

\$55

- **2** Exam fees are paid directly to PSI; do not send exam fees to the Board.
- **\(\)** Exam fees are non-refundable, non-transferrable.

INTERNET REGISTRATION

For the fastest and most convenient test scheduling process, PSI recommends that candidates register for their exams using the Internet. Candidates register online by accessing PSI's registration website at www.psiexams.com. Internet registration is available 24 hours a day. In order to register by Internet, complete the steps below:

- Log onto PSI's website, select the link associated with the lowa examinations. Complete the associated registration form online and submit your information to PSI via the Internet.
- Upon completion of the online registration form, you will be given the available exam dates and locations for scheduling your examination. Select your desired testing date and location.

TELEPHONE REGISTRATION

The second fastest method of scheduling is via the telephone with PSI's Interactive Voice Response system (IVR) during non-business hours, or through live registrars during business hours

Call (800) 733-9267, 24 hours a day and register using the Automated Registration System. Otherwise, PSI registrars are available Monday through Saturday. The times of operation for live operators are as follows:

·	Monday thru Friday	Saturday
Eastern Time	8:00am - 8:00pm	9:00am - 5:30pm
Central Time	7:00am - 7:00pm	8:00am - 4:30pm
Pacific Time	5:00am - 5:00pm	6:00am - 2:30pm

CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your cancellation notice is received 2 days before the scheduled examination date. You may call PSI at (800) 733-9267 or fax a note to (702) 932-2666. Please note that you may also use the automated system, using a touch-tone phone, 24 hours a day in order to cancel and reschedule your appointment.

Note: A voice mail message is not an acceptable form of cancellation. Please use the internet, automated telephone system, or call PSI and speak to a Customer Service Representative.

MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, you will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 days before the schedule examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination.

EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination

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schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible.

SPECIAL EXAMINATION ARRANGEMENTS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting a candidate's needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination must fill out the form at the end of this Candidate Information Bulletin and fax to PSI (702) 932-2666.

COMPUTER EXAMINATION CENTER LOCATIONS

The Licensing examinations are administered at the examination centers listed below:

Ankeny

Todd's Flying Service 2145 NE 36th Street Ankeny, IA 50021

From 1-35 take exit 92 for 1st St. Turn left onto E 1st St. Take the 1st right onto NE Delaware Ave and continue onto NE 22nd St. Turn right onto NE 110th Ave/NE 36th St. Todd's Flying Service will be on the right.

Cedar Rapids/Iowa City Area

Erbs Business Center 4935 Bowling Street SW, #203 Cedar Rapids, IA 52404

From I-380, take US 30 east and exit the first exit Bowling Street/Kirkwood Boulevard. Proceed north on Bowling Street approximately ¼ mile. Turn right into the driveway. The examination center is in the southern annex, to the right.

Council Bluffs

1705 McPherson, Suite 300 Council Bluffs, IA 51503 From I-80, exit Madison Avenue/Mall of the Bluffs and proceed north toward the Mall. Turn right on Bennett Avenue and proceed approximately 1 mile until it ends at

McPherson. Turn right into the driveway.

Council Bluffs

Advanced Air Inc. 101 McCandless Lane Council Bluffs, IA, 51503

The site is located at the Council Bluffs Airport. Take Interstate 80 (I-80) and get off at Exit 8. At the bottom of the exit turn right onto Hwy 6. Take your second right onto Eastern Hills Drive. Go up the hill and turn left on McCandless Dr. Follow this all the way up to a parking lot. Site is in a red brick building attached to the hangar

Dubuque

Univ Of Dubuque Flight Center 2000 University Ave Dubuque, IA 52003 US-151 S becomes US-61 S. Turn right onto Airport Rd at Dubuque Regional Airport.

Ottumwa

Indian Hills Community College 603 Indian Hills Dr-Trustee Hall Bldg 15 Ottumwa, IA 52501

Located at the Council Bluffs Airport. Take I-80 and get off at Exit 8. At the bottom of the exit turn right onto Hwy 6. Take your second right onto Eastern Hills Drive. Go up the hill and turn left on McCandless Dr. Follow this all the way up to a parking lot. Site is in a red brick building attached to the hangar.

Sioux City

Western Iowa Tech Comm College 4647 Stone Ave Robert H Kiser Bldg-Rm 258 Sioux City, IA 51106

On I-29 South, take exit #144A Fort Dodge/Highway 20 East. Continue northeast on Highway 20 East for 3 miles. At the end of the highway, you will cloverleaf to your right. Continue west on Gordon Drive/Highway 12 for 2 miles. Western lowa Tech Community College is located East on Stone Ave. off of Gordon dr. When you arrive on the WIT campus you can park in parking lot A and enter building A. Please allow additional time to find parking. The testing center is located in room 258. If you are unfamiliar with the WIT campus you can stop at the registration desk to get directions to the room and there will also be signs directing you to the testing center.

West Des Moines

1001 Office Park Road, Suite 315 West Des Moines, IA 50265 From I-235, exit 8th St/73rd Street and proceed south. Turn right on Office Park Road. Turn right into the driveway.

Additionally, PSI has examination centers in many other regions across the United States. You may take the written examination at any of these locations by calling (800) 733-9267. You will need to speak with a Customer Service Rep to schedule outside of the state.

REPORTING TO THE EXAMINATION CENTER

On the day of the examination, you should arrive at least 30 minutes before your appointment. This extra time is for identification and familiarizing yourself with the examination process. If you arrive late, you may not be admitted to the examination center and you will forfeit your registration fee.

REQUIRED IDENTIFICATION

You must present one form of valid non-expired government issued identification with a photograph and your signature (i.e. driver's license, state identification card or passport) in order to be admitted to the examination room at PSI.

SECURITY PROCEDURES

The following items are **not** permitted in the examination

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room:

- All personal electronic devices except those that are a medical necessity.
- Children, guests, cellular telephones, personal digital assistants (PDAs), recording devices, cameras, pagers, purses, notebooks, notebook computers, reference or reading material, music players, radios, electronic games, calculators, or briefcases.
- Personal items including watches, backpacks, pens, pencils, or other writing devices, food, drinks (unless prior approval is obtained by your regulatory entity) and good-luck items.
- Hats, baseball caps, or visors (with the exception of religious apparel), coats, shawls, hooded clothing, heavy jackets or overcoats.

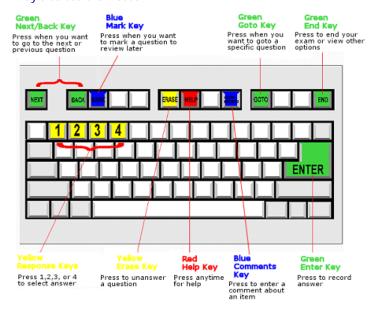
The following security procedures will apply during the examination:

- NO conversing or any other form of communication among candidates is permitted once you enter the examination area.
- No smoking, eating, or drinking will be allowed at the examination site.
- You may not exit the building during the examination.

TAKING THE EXAMINATION BY COMPUTER

TAKING THE EXAMINATION BY COMPUTER

Taking the PSI examination by computer is simple. You do not need any computer experience or typing skill. You will use fewer keys than you use on a touch-tone telephone. All response keys are colored and have prominent characters. An illustration of the special keyboard is shown as follows. You may also use the mouse.



IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

TUTORIAL

Before you start your examination, an introductory tutorial to the computer and keyboard is provided on screen. The time you spend on this tutorial (up to 15 minutes) does NOT count as part of your examination time. Sample questions are included as part of the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

EXAMINATION QUESTION EXAMPLE

A sample question display follows. During the examination, you would press 1, 2, 3, or 4 to select your answer or press "MARK" to mark it for later review. You would then press ENTER to record your answer and move on to the next question. You can change your answer as often as you like before pressing ENTER.



IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

PRETEST ITEMS

In addition to the number of examination items specified in the "Examination Content Outlines", a small number (5 to 10) of "pretest" questions may be administered to candidates during the examinations. These questions will not be scored and the time taken to answer them will not count against examination time. The administration of such unscored, experimental questions is an essential step in developing future licensing examinations.

EXAMINATION REVIEW

The Iowa Board of Cosmetology Arts and Sciences is utilizing the NIC examinations. NIC conducts ongoing analysis and review of their examinations to ensure the examinations accurately measure minimal competency in the required knowledge area.



SCORE REPORTING

Your score will be given to you immediately following completion of the examination. This is an unofficial score report that will be printed at the examination site.

NATIONAL COSMETOLOGY WRITTEN EXAMINATION CONTENT OUTLINE AND REFERENCE MATERIAL

The National Cosmetology examination is the national licensure examination for Cosmetology, which is developed and administered by the National-Interstate Council of State Boards of Cosmetology (NIC). For more information on the examination content outlines and references go to www.nictesting.org.





Before you begin Read the Candidate Information Bulletin before filling out this registration form. You must provide all information requested and submit the appropriate fee. PLEASE TYPE OR PRINT LEGIBLY. Registration forms that are incomplete, illegible, or not accompanied by the proper fee will be returned unprocessed. Registration fees are not refundable or transferable.				
1. Legal Name:				
	Last Name First Name M.I.			
2. Social Security:	- (FOR IDENTIFICATION PURPOSES ONLY)			
3. Mailing Address:				
•	Number, Street Apt/Ste			
	City State Zip Code			
4. Telephone: Home	Office			
5. Date of Birth:	6. Email Address:@			
7. Examination: (Please check appropriate box):				
Written Examination (\$55.00) ☐ First time ☐ Retake				
□ Cosmetologist □ Cosmetology Instructor □ Electrologist □ Electrology Instructor □ Esthetician □ Esthetic Instructor □ Nail Technician □ Nail Technology Instructor				
8. Payment: (MasterCard, VISA, Company Check, Money Order or Cashier's Check only. Personal checks are not accepted.)				
Credit card (MasterCard or VISA) payment accepted for phone or fax registrations only. (Check One):				
	Exp. Date:			
Card Verification No: For your security, PSI requires you to enter the card identification number located on your credit card. The card identification number is located on the back of the card and consists of the last three digits on the signature strip.				
Cardholder Name (Print)	t):Signature:			
Please make check payable to PSI. Complete and forward this registration form with the applicable examination fee to: PSI				

3210 E Tropicana, Attn: Iowa COS Las Vegas, NV 89121 (800) 733-9267 • Fax (702) 932-2666 www.psiexams.com

A Customer Service Representative will contact you when your payment has been received and processed.

Please allow a minimum of 10 days for processing.

SPECIAL ARRANGEMENT REQUEST FORM



All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. Applicants with disabilities or those who would otherwise have difficulty taking the examination may request special examination arrangements.

Candidates who wish to request special arrangements because of a disability should fax this form and supporting documentation to PSI at (702) 932-2666.

Requirements for special arrangement requests

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be submitted to PSI on the letterhead stationary of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- ▶ Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist

Date	
Legal Name:	
Last Name	First Name
Address:	
Street	City, State, Zip Code
Telephone : (() Work
Email Address:	
Check any special arrangements you require (requests must	t concur with documentation submitted):
☐ Reader (as accommodation for visual impairment or learning disability)	☐ Extended Time (Additional time requested:)
☐ Large-Print written examination	□ Other

- Complete and fax this form, along with supporting documentation, to (702) 932-2666.
- After 4 business days, please call 800-733-9267 x6748 and leave a voice message.
- PSI Special Accommodations will call you back to schedule the examination within 48 hours.

DO NOT SCHEDULE YOUR EXAMINATION UNTIL THIS DOCUMENTATION HAS BEEN RECEIVED AND PROCESSED BY PSI SPECIAL ACCOMMODATIONS.

